



Michael Watson
SECRETARY OF STATE

Secretary of State's Office
Finance and Administrative Services Division
Accounts Payable

- **Accounts Payable:** Prepare and submit accounts payable transactions to the Department of Finance and Administration (DFA) following the Secretary of State's (SOS) internal policies along with the DFA's MAAPP Manual via MAGIC (Mississippi Accountability System for Government Information and Collaboration). Work with the Purchasing Agent to ensure Purchase Orders are created and/or are sufficient for invoice payments. Assist the Director of Finance and Administrative Services with coding invoices and checking the accuracy of the invoices received. Maintain files onsite, online and in storage. Process invoices, divisional refunds Federal Grant reimbursements to counties and vendors, monthly debt service payment to OST, and other miscellaneous transactions that present themselves.
- **Tax Forfeited Lands (Payment Liaison):** Receive and verify land patents and filing fee requests from Tax Forfeited Lands staff. Process filing fee payments and mail land patents along with their filing fees via certified US Postal Service to counties. Maintain Fee Audit spreadsheet and process tax reimbursement payments to the counties for land sold. Work with the tax forfeited lands staff, County representatives and Executive staff to report payments made to the cities, counties and school districts for press release or any other reporting necessary.
- **Special projects as assigned.**

Requirements:

- Strong working knowledge of state accounting and accounts payable policies contained in the MAAPP Manual with the DFA.
- Working knowledge of state technical systems (MAGIC)
- Working knowledge of Microsoft Office Products (Word, Excel, PowerPoint) required.